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GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

DAVID C. HOLLISTER
DIRECTOR

DEPARTMENT OF LABOR AND ECONOMIC GROWTH
ACCESSIBLE MEETINGS AND EVENTS POLICY
Effective date: 03-31-05

Background:

The Michigan Department of Labor and Economic Growth (DLEG) plans and sponsors meetings and events attended exclusively by DLEG staff as well as those attended by individuals and organizations outside the department. In addition, DLEG plans portions of and co-sponsors meetings and events with other organizations and individuals outside the department. In keeping with federal and state disability rights laws and the value of inclusion, it is the intent of this policy to standardize the department's planning of and participation in meetings and events to ensure accessibility for all participants.

POLICY:

DLEG-SPONSORED MEETINGS AND EVENTS

Events and meetings planned and sponsored entirely by DLEG will be accessible, whether attended by DLEG staff, individuals from outside the department, or both. This policy includes but is not limited to meetings open to the public, conferences, educational events, press conferences, staff training and retreats. "Accessible" means that all who are qualified to attend will be able to attend, participate in all activities, and have access to information in the needed alternative formats in a timely manner that allows full participation during the event. At a minimum, the site will be barrier-free, and additional accommodations will be provided upon request with advance notice.

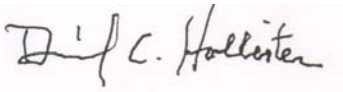
Event announcements should be made 10 work days in advance or at least the number of days necessary to receive and respond to requests for accommodations. These announcements should include a statement similar to the following:

The meeting site is accessible, including handicapped parking. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional accommodations in order to participate in the meeting should contact (name of person) at (contact information) at least (number of) work days before the event.

MEETINGS AND EVENTS PLANNED AND SPONSORED BY OTHERS OUTSIDE
DLEG

When DLEG staff participate in an event planned and/or sponsored by another organization, the portion of the event presented by DLEG staff should be accessible, and DLEG staff will advocate for accessibility and provide technical assistance to increase accessibility at the entire event.

The DLEG bureau participating in the meeting or event is responsible for implementing this policy. Questions on this policy may be directed to DLEG Americans with Disabilities Act (ADA) Coordinator Myrtle Gregg-LaFay at (517) 335-5824.

Approved:  Dated: 1-12-05
David C. Hollister, Director